



Role Description for Trustee of The Art Ministry

About The Art Ministry

The Art Ministry is a small charity providing weekly low cost arts and crafts sessions to around 65 less able children and adults from south east Essex. They provide a caring environment in which people can explore their creativity and at the same time expand their social interaction, increase their self confidence and boost their self esteem. The charity has been established over 20 years, is well respected in the local community and is financially sound. Its annual income averages £20,000, half of which is paid as salaries to 5 part time session leaders.

Overall Purpose of the Role

The Art Ministry's Board of Trustees share responsibility for the overall governance and strategic direction of the Charity. The Board has the ultimate responsibility for directing the affairs of Charity, ensuring that it is solvent and well run, and delivering the charitable purposes for public benefit.

Main Statutory Duties of a Trustee

A trustee is a legally recognised role, and as such a trustee must perform certain statutory duties. Working in partnership with other trustees, trustees must ensure that The Art Ministry:

- complies with all legal and regulatory requirements, including regulation relating to Employment, Health and Safety, Data Protection and Safeguarding
- pursues only the objects set out in its Declaration of Trust
- has a clear strategic plan and is focussed on its delivery, so that it can continue to achieve its objects
- is adequately funded to ensure its financial stability
- properly protects and manages its assets, including the appropriate investing and spending of funds

Other Duties of a Trustee

In addition to the statutory duties, a trustee will be expected to assist The Board in the following:

- participation in specialist committees of The Art Ministry, according to their skills and experience, such as the Fundraising Committee or Finance Committee
- general management of The Art Ministry
- protecting the good name of The Art Ministry
- interviewing, appointing and monitoring trustees and employees
- counter-signing cheques and authorising the allocation of The Art Ministry's funds
- attending and hosting events to promote The Art Ministry
- performing specialist tasks, according to their skills and experience, such as chairing meetings, assessing risks, assessing classes, reviewing employee performance, and minute taking

Skills/Experience desirable of a Trustee

Willing and able to give their time and effort to The Art Ministry
Capable of considering matters relating to the future direction of The Art Ministry
An understanding and acceptance of the duties of a trustee
Willingness to work within the regulatory framework
Good team player
Able to think independently

The role means becoming a member of the Board and so applicants must not be legally disqualified from being a trustee and will be subject to a DBS check.

The time commitment averages about 5 hours per month including attendance at trustees' meetings at least 4 times each year.

To discuss the role or to apply please contact Allan Webb, Trustee, by email to info@theartministry.org.uk or call 07582 025163 The Art Ministry's website: [The Art Ministry](#) ↗